

CLASS TITLE: ELECTRONIC COMPUTER OPERATOR

Class Code: 02702100

Pay Grade: 15A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To monitor and control the operation of an electronic data processing machine in conformance with programmed instructions; to observe banks of lights on console and take other steps to verify proper function of the machine throughout production runs; and to do related work as required.

SUPERVISION RECEIVED: Works is outlined by instructions and flow charts; work is reviewed by observation of work in process, and review of completed work.

SUPERVISION EXERCISED: Usually none, but may supervise subordinates on various projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To monitor and control the operation of an electronic data processing machine in conformance with programmed instructions.

To observe banks of lights on console and take other steps to verify proper function of the machine throughout production runs.

To initiate and terminate machine operations.

To correct program error steps and initiate restart procedures under all systems.

To perform routine computer maintenance duties such as; cleaning tape units, change printer ribbons, clear consoles, change paper in printer, etc.

To maintain computer operating supplies.

As required, to assist users in becoming familiar with operating procedures.

To evaluate error indications; to have jammed or damaged cards repunched and to be responsible for their accuracy by sight reading or reading interpretation on punched card to original card.

To maintain records of computer use, machine down time for repairs, and time computer is not utilized.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the operation, adjustment and routine maintenance of the digital computer and its peripheral equipment; a working knowledge of the various methods of computer programming; a working knowledge of all types of computer coding; the ability to interpret block diagrams and work flow charts; the ability to obtain maximum utilization of digital computer equipment; the ability to determine errors in programming while program is being processed by a computer; the ability to maintain performance and machine use records; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and completion of a formal course in computer operation; and

Experience: Such as may have been gained through: employment as a digital computer operator.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 20, 1965

Editorial Review: 3-15-2003